



Real-time 508 Compliancy Captioning for GoToMeeting

Submitted to:

Dated:

May 30, 2012

Submitted by:

Brenda Nowicki, Sales Executive
Caption Colorado

Our contact information:

Direct: 303.468.4714

Toll-free: 800.775.7838

E-mail: brendan@captioncolorado.com

Scope of work:

Caption Colorado will provide remote real-time 508 compliancy captioning for GoToMeeting and other events as desired.

We will call in 10 minutes prior to the start of the event and will stay on the call until event's conclusion, even if it runs longer than scheduled.

Dictionary preparation with words, terms, jargon and Proper names that you provide is included at no additional charge. For the most efficient captioning please provide preparation material.

For a guaranteed captioner we ask for the client to request events 48 hours in advance. Caption Colorado does everything possible to reserve a captioner less than 48 hour, but cannot guarantee.

Unedited transcripts are included at no additional charge and can be downloaded directly to your desktop at the conclusion of each session for your convenience.

Events that are cancelled with 24 hours or more advance notice are not billed. Events cancelled with less than 24 hours advance notice are billed for the scheduled time.

Caption Colorado offers 24/7 operational support for scheduling, last minute emergency and online ordering assistance

Caption Colorado provides 24/7 technical assistance for captioning

Rates:

Remote real-time 508 captioning:

Up to 50 hours: \$120/hour

50 hours and higher: \$120/hour

Fees are based on scheduled event times and include overruns and standby, billed in 15 minute increments

Minimum charge/event: 1/2 hour

Billing Terms: Net 30 - Date of Invoice

There is no contract minimum/maximum number of hours required

Operations:

800-590-4197

cc@captionedtext.com

Technical:

800-590-4203

help@captionedtext.com

Ordering and Billing:

Caption Colorado will give a secured ordering site for ordering events through a unique log in and pass code. We invoice approximately on the 10th of the month. An electronic copy of our invoice can be e-mailed and clients may pay for service by check or securely by credit card online.

About Us:

Caption Colorado is the nation's leading provider of remote real-time captioning and post-event transcription service. We produce over 550 shows and events daily and transcribe hundreds of thousands of lines of text annually. We appreciate this opportunity to be of service. Please visit us at: www.captioncolorado.com;

Submitted: Brenda Nowicki, Sales Executive 5/30/12